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| James Madison University |
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| |  |  |  | | --- | --- | --- | |  | Dear FIRST\_NAME:  On behalf of the Office of Financial Aid and Scholarships at James Madison University, I am pleased to inform you that you will receive a JMU Foundation scholarship for the 20XX-XX academic year.  Scholarship Name:  Scholarship Amount:  Renewable: Yes  Please accept our congratulations on your receipt of this award.  To accept your award, you must sign a Scholarship Acknowledgment Form *(hyperlink)*, which includes a description of the eligibility requirements that you must fulfill. Please review these requirements carefully and return the signed form to the *(Department Name)*. We cannot disburse your award without this document.  We expect you to enroll full time, a minimum of 12 credit hours for an undergraduate, every semester you receive scholarship assistance.  Most scholarships are distributed in two equal installments, half for the fall semester and half for the spring semester. You can view your award and verify how funds will be divided in MyMadison. The University Business Office will credit your scholarship to your student account.  You were able to receive this monetary award through the generous support of our donors. If you wish to express your thanks to your benefactor(s), you may submit a letter or email to the Office of Donor Relations as noted below. Our donors would appreciate learning more about you, including your educational plans, career goals and what your scholarship means to you.  Email:  [donorrelations@jmu.edu](mailto:donorrelations@jmu.edu)  Address:  Office of Donor Relations, MSC 3604  James Madison University  220 University Boulevard  Harrisonburg, VA 22807  Thank you for your many contributions to James Madison University. If you have any questions regarding this matter, please contact *(Name of Contact Person)* (*email address*). Best wishes for your continued success!  Sincerely,  *(Department Name)* |  | |
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